

Quick Guide to Electronic Verification System (eVS®)

The Electronic Verification System (eVS) allows parcel shippers to prepare parcel mailings with IMpb-compliant shipping labels, submit a single Shipping Services File (SSF) for Tracking and Postage Payment, and manage quality across all mailings with a monthly reconciliation process. The Tracking and Postage SSF used with eVS eliminates the need for hard copy postage statements, qualification reports, and PS 8125s.

Benefits of eVS

Mailers who use eVS receive these key features and benefits:

- A single national permit account for all mailing sites
- No permit imprint application fee (*annual mailing permit fees will apply if required for a mail class; however, mailers migrating to eVS are not required to pay additional annual fees if their annual fees are current with an existing local permit at the time the eVS permit is opened; annual fees are due for the eVS permit for eligible mail classes at the time of the annual fee's renewal*)
- Bypass traditional Mail Acceptance/Verification process at Business Mail Entry Unit; enter mail directly at Origin or Destination facilities
- Flexible mail entry time with FAST appointment
- Elimination of the PS Form 8125 for Drop-Shipment
- Electronic postage statements generated from the SSF are visible in PostalOne! along with additional account monitoring and mailing data reports

Eligible Products for eVS

- | | |
|-------------------------------|---------------------------------------|
| • Priority Mail Express | • Bound Printed Matter |
| • Priority Mail | • Media Mail |
| • First-Class Package Service | • Library Mail |
| • Standard Mail Nonprofit | • Parcel Return Service |
| • Standard Mail Marketing | • First-Class Mail International |
| • Parcel Select | • Priority Mail International |
| • Parcel Select Lightweight | • Priority Mail Express International |

Getting Started with eVS

In order to participate in eVS, a company is required to submit a Shipping Services Files (SSF) v1.6 or later using the Tracking and Postage layout. Each SSF, or manifest file, includes a Header Record which provides information about a mailing, including a unique "master" MID that identifies the eVS customer submitting the SSF manifest, the ZIP code of the facility where the mailing enters the USPS mailstream, and the number of packages in the mailing. Each SSF also includes one or more Detail Records with the information necessary to calculate postage for an individual package; each Detail Record represents an individual package, including the unique IMpb, the mail class, package weight, destination ZIP code, and permit used for postage payment.

It is strongly recommended that new eVS mailers work with a certified eVS-compliant vendor who can provide manifest software capable of generating the SSF Tracking and Postage layout required for eVS.

As part of the enrollment process described on page 2 of this guide, a new eVS mailer is assigned the "master" MID for use in the Header Record of their eVS manifest files. This MID may also be used in the IMpbs generated with shipping labels. Mailers may request additional MIDs if needed.

eVS mailers are also required to create a USPS CAPS account that links their eVS permit to an authorized bank account for the debit of postage payment.

Need Help, Have Questions – Contact the eVS Support Team:

- 877-264-9693 option 4
- eVS@usps.gov

eVS Enrollment Process

Contact the eVS Support Team and Register on the Business Customer Gateway	<ul style="list-style-type: none"> ▪ Call 877-264-9693, option 4 to request an eVS Support Team member who will serve as a guide through the registration and certification process. ▪ Register on the Business Customer Gateway (https://gateway.usps.com) <ul style="list-style-type: none"> ○ Click "Register for Free" to create user account and company profile ○ Select "Online Enrollment" under <i>Shipping Services</i> ○ Select "Electronic Verification System (eVS)" from the <i>Program</i> list ○ Select "Mail Owner" or "Mail Service Provider" from the <i>Mailer Type</i> list ○ Click "Continue" to complete your eVS enrollment request <i>A Profile and Certification Questionnaire are displayed with a standard eVS account profile.</i> <ul style="list-style-type: none"> Click "Edit Profile" and/or "Edit Questionnaire" to modify answers as appropriate
Receive eVS Onboarding Kit	<ul style="list-style-type: none"> • The eVS Support Team will provide the additional forms necessary to configure an eVS account for manifest file transmission and postage payment. This includes the PS forms required to complete the account setup (1357-S), open an eVS permit (3615), and create a CAPS account for the ACH debit of postage payment from the organization's banking account (6001, 6002, 6003).
Submit eVS Onboarding Kit	<ul style="list-style-type: none"> • Complete the eVS Onboarding Kit; forms are also available online at: https://ribbs.usps.gov/evs/documents/tech_guides/forms/FORM_3A_EVS_APPLICATION_FORMS_PACKAGE.PDF <ul style="list-style-type: none"> ▪ Complete PS Form 1357-S to request the Product Tracking and Reporting System account (<i>mmxxxx</i>) ▪ Complete PS Form 3615 to open a permit for eVS use only ▪ Mail PS Forms 1357S and 3615 to: <ul style="list-style-type: none"> • eVS Support Team / NCSC at 225 N Humphreys Blvd. STE 501, Memphis TN 38188-1001 • Or by Fax at 901-821-6244 ▪ Pay annual mailing fees (required for Presorted and Destination Entry Mailing)
Configure Postage Payment	<ul style="list-style-type: none"> ▪ Complete CAPS (Centralized Account Processing System) Account forms, available at https://caps.usps.gov/capsform.asp: <ul style="list-style-type: none"> ○ PS Form 6001 to establish a new CAPS account ○ PS Form 6002 to link customer bank account to CAPS account (requires eVS permit number) ○ PS Form 6003 to authorize the postage payment debit from the company's bank account ○ Mail PS Forms 6001, 6002 and 6003 to: <ul style="list-style-type: none"> • CAPS Service Center/USPS at 2700 Campus Drive, San Mateo CA 94497-9433 • Or by Fax at 650-377-5336
Complete SFTP Account Creation	<ul style="list-style-type: none"> ▪ Please refer to page 3 of this Quick Guide for instructions on creating a Secure File Transmission configuration with USPS. This process requires the participation of a company's Information Technology team for successful configuration.
Verify Manifest File Configuration	<ul style="list-style-type: none"> ▪ STRONGLY RECOMMENDED: Submit a test Shipping Services File(s) with your eVS MID and permit to validate your communication process and manifest content for compliance with eVS requirements
Receive Authorization to Mail	<ul style="list-style-type: none"> ▪ NCSC will notify via email after all certification and configuration is successful. ▪ Begin shipping!

Additional Resources

For additional resources and assistance with eVS, please reference the below:

-RIBBs IMpb Guide: <https://ribbs.usps.gov/index.cfm?page=intellmailpackage>

-RIBBs eVS Information: <https://ribbs.usps.gov/evs>

-Business Customer Gateway Support: <https://gateway.usps.com/eAdmin/view/support>

-eVS Support Team: 877-264-9693 option 4 or eVS@usps.gov

SFTP Account Creation Process

Complete the Data Transfer Services (DTS) Business Requirements

- Complete the DTS Business Requirements available online at: <https://ribbs-dev.usps.gov/index.cfm?page=filetransfer>
- In order to complete the Business Requirements, this information is needed:
 - USPS contact information: *USPS personnel assisting with eVS onboarding process*
 - Business contact information: *company contact for technical/IT support*
 - Mailer ID: *assigned during Online Enrollment; displayed on the Shipping Locations tab*
 - Logon ID: *mmxxxx where xxxx is unique to company; provided by eVS Support Team via email*
 - Communication Protocol (SFTP or AS2): *type of secure file transmission requested by company*
 - File types to be sent and received: e.g. Shipping Services Files, Tracking Reports, etc.
 - Please refer to the Publication 199 for extract files available to USPS shippers
 - Frequency of files
 - Estimated size of files
- Send completed business requirements to dts-com@usps.gov.

DTS emails technical representative from customer

- The DTS Team will email the company's technical contact identified in the Business Requirements with any questions or issues.
- If no issues, the company's technical contact will be asked to complete the DTS Technical Requirements.

Complete DTS Technical Requirements

- Complete DTS Technical Requirements available online at: <https://ribbs-dev.usps.gov/index.cfm?page=filetransfer>
- In order to complete the Technical Requirements, this information is needed:
 - Mailer ID
 - Logon ID
 - URL (including port) that USPS will send files to
 - IP addresses of all URLs that could submit to or accept data from USPS
 - Public PGP Key
 - TCP/IP addresses of company servers that will be connecting to USPS
- Send completed technical requirements to dts-com@usps.gov.

DTS conducts Kickoff Meeting

- Once all forms are completed, the DTS team schedules a Kickoff Meeting to review and finalize all the details of the set-up.
- Kickoff meeting will review both requirement documents and projected schedules for implementation.

New Connections tested

- Once the implementation is completed on the DTS and customer side, testing of connections will occur.
- After successful connections, customer is set to live and may begin submitting files.